



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Police Records Manager
Class Code Number	6110

General Statement of Duties

Manages and supervises all daily functions and staff of the Records Division within the City's Police Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage and supervise all daily functions and staff of the Records, Parking Administration, and other Police support services. The work is performed under the direction of an assigned Police Captain, but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned support staff and selected volunteers. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Plans, develops, and administers records management policies, procedures, and systems to ensure accurate maintenance, security, and retrieval readiness of police records and information;
- Manages, plans, implements, and supervises all data in all systems (except CAD), including instructing Department personnel on computer operations, developing and providing a variety of computer-generated reports, and participating with software or hardware vendors to make necessary modifications when needed;
- Manages, directs, coordinates, supervises, and reviews activities of personnel engaged in all phases of related functions, including providing training and instruction to Department members interested in utilizing specific computerized databases, maintaining technical and functional

- supervision of their use and information management, setting up personnel with security passwords and other access functions, determining employee work schedules, identifying training needs, and participating in appointment and discharge procedures;
- Maintains responsibility for the maintenance, confidentiality, and supervision of the release of a variety of sensitive and confidential information;
 - Researches, develops, and institutes procedures for Parking Administration, including managing and supervising the administration of all parking violation procedures and record-keeping;
 - Manages and coordinates support services for the Police Department, including administering department payroll, providing clerical support to other divisions as needed, overseeing fee collections and billings, and monitoring supplies and equipment inventory;
 - Develops, implements, and manages procedures to ensure Department compliance with Federal, State, and local statistical reporting requirements of crimes, losses, arrests, and accidents within the City;
 - Analyzes information, problems, conditions, situations, and procedures to recommend and implement new methods, programs, and policies as needed;
 - Testifies in court or other legal hearings regarding police records as required;
 - Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
 - Responds to questions and comments from the public in a courteous and timely manner;
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
 - Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of a variety of federal, state, and local codes, laws, and regulations, including, but not limited to: Penal, Vehicle, Health and Safety, Welfare and Institutions, Evidence, Labor, and Eureka Municipal Codes;
- Comprehensive knowledge of applicable City and Departmental policies and procedures;
- Comprehensive knowledge of the Public Information Act, law enforcement information security, and government record-keeping requirements;
- Comprehensive knowledge of the principles and techniques of contemporary records information and document management;
- Thorough knowledge of the functions and relationships of the criminal justice system, courts, and a variety of state and federal law enforcement agencies;
- Thorough knowledge of personnel management, supervision, and training;
- Thorough knowledge of manual and automated records management systems, criminal justice information systems, and system networks and services;
- Substantial knowledge of basic accounting procedures;
- Ability to understand and apply fundamentals of a mainframe computer, and related software applications;
- Ability to maintain utmost levels of confidentiality in all aspects of record-keeping and related functions;
- Ability to research, interpret, analyze, and apply provisions of a variety of federal, state, and local codes, decisions, and legislation;

- Ability to apply complicated legal requirements and standards relating to release and dissemination of a variety of highly sensitive information;
- Ability to analyze and prioritize Department needs, workflow, training needs, and develop training plans;
- Ability to plan, organize, direct, and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Public Administration, Criminal Justice, or a closely related field; and
- Considerable (four to six years) experience in law enforcement records management, with some supervisory experience.

Required Special Qualifications

- Valid Class C California State Driver's license;
- Completion of POST Records Management Course;
- Completion of Public Information Act Course.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment.

